SPF SIG Pre-Proposal Conference
Tucson, Phoenix and Flagstaff, Arizona
May 24, 25, 26 2005

Frequently Asked Questions and Answers

Q: If it's an 11-month contract, do we write a budget for 12 months? Would there be level funding thereafter?
A: No, you will be expected to submit an 11-month budget. The funding available will be consistent for the first and second phase, however there is the possibility of receiving more funding in the second year for implementation.

Q: How much money the grantee has to put out up front.
A: This is a cost reimbursement process, meaning that applicants must be able to sustain themselves for up to least sixty (60) days to allow sufficient time for their first reimbursement from the state. See page 23 of RFGA.

Q: Is there any recommendation about the best data-driven process to use, e.g., SPSS or GPRA?
A: The data driven process will be driven by the work that was completed by the Epi Workgroup. Please refer to the Epi Profile that is available on the web.

Q: Was the Epi Workgroup able to find a lot of data on Native Americans? Does the Epi Profile include data on the Pascua Yaqui tribe?
A: There are a number of gaps in terms of data available for Native Americans. As a result applicants are encouraged to offer additional sources of data in the applications that the state may not have had access too.

Q:. Page 7 states that high-risk areas are eligible to receive additional points. How many points?
A: Please refer to the Amendment #1 for the points that will be awarded to high-risk areas.

Q: Do you have a definition of binge drinking?
A: Binge drinking is defined as consuming five (5) or more drinks in one sitting or at one time.

Q: Will we be able to address both areas (problematic drinking and youth illicit drug use) or just one?
A: You can address more than one are if there is data to support that both are a problem in your community. At a minimum you must address the problem area that your community is listed for within the Epi Profile and the RFGA.

Q: Can you give a definition of a tribal organization?
A: A tribal organization is a community-based organization, usually a 501 (c) 3 serving a primarily Native American population.

Q: How do you define community? Is it geographically, or could it be by something like ethnicity or the GLBT community?
A: Community is self-defining. The original data analysis was completed using only geography and age. From there it is up to areas of the state to define their "community".

Q: Do we complete Steps 1 through 3 in the first 11 months?
A: Yes.

Q: If your coalition includes multiple geographic areas and more than one of the problems, what would you do?
A: You could potentially serve more than one geographic area and address more than one problem. It is up to the coalition to define its "community" to be served and to provide the data to support the need.

Q: Can we blend the communities listed here with other communities that we serve?
A: Yes, if it fits within the mission of the coalition.

Q: The epidemiology report doesn't say where the Tucson West CHAA starts and ends.
A: Please refer to the website listed in the RFGA on page 16. The website will connect you to the Department of Health Services where you will find a map defining the boundaries of the CHAAs.

Q: Who does the evaluation work? If an organization has their own evaluator, can that person do the evaluation?
A: Yes, that person will complete the evaluation for the coalition and also act as a liaison to cooperate and participate in the statewide and national evaluation.

Q: For state grants there is a guideline of putting in a maximum of 20% for evaluation. Will there be a guideline like that?
A: There is no guideline except that each subgrantee must commit a staff member or an evaluator to collect data and act as a liaison with the state and federal evaluators.

Q: Are you looking for just process evaluation at this point, and outcome evaluation will be later?
A: Yes, since phase I is really a planning phase you are expected to evaluate the process that your coalition and community go through. In phase II you will be expected to develop an evaluation plan that is outcome focused.

(A good way to summarize the evaluation piece is to say that there will be an evaluation of Phase I and an evaluation of Phase II. Arizona's state evaluation team will be evaluating Phase I -- how all of those who are funded carry out the first three steps of the SPF, and it will include both process and outcome evaluation. PPP will be responsible for that, although we will need them to work with us. There is no requirement for them to hire their own evaluator for Phase I – just indicate who will be the evaluation liaison or coordinator. During Phase I the TA Team and Evaluation Team will work closely with the subgrantees as they do their needs assessment and planning, and help them design a good evaluation plan for the interventions that they will do in

Phase II. At that time they can determine whether they will need to budget for a local evaluator to carry out their evaluation plan for Phase II. Remember – **in this application, you are only writing about how you will do Phase I, which is needs assessment, capacity development, and planning.)**

Q: Regarding item 5 on page 25:

Any federal funds – would that be like a SAMHSA grant?

What about if different agencies receive federal grants within the same organization?

Does that include grants that use federal dollars that are pass-through funds from a state agency? We get grants that are CDC funds that are passed through ADHS and awarded by ADHS.

We have five different focuses within our corporation. Listing some of what we do may not have anything to do with Children, Youth and Families.
A: Applicants who expend $500,000 or more in federal funds (these may be from CDC, SAMHSA, etc.) must include an A-133 audit. This does include federal pass through from state agencies. The organization that acts as the fiscal agency/applicant is the agency required to attach their A-133 audit.

Q: Do you require audited financials (apart from the requirement on p. 25, item 5.)?
A: You are more than welcome to submit other audited financials but are not required to do so outside of submitting an A-133 audit. (Submitting other audited financials will not increase your evaluation score.)

Q: When you want one (1) copy marked original – is that on every page? Do all copies include everything, like all the exhibits?
A: You only need to mark original on the top sheet or cover page. The eight (8) copies that are due should be complete copies of the original (other than the A-133 audit, we only need one (1) copy of that).

Q: Are there any budget restrictions, like limits on travel?
A: There are no limits on travel, however there is a 10% cap on Administrative or Indirect expenses. Please refer to the budget attachments for further explanation.

Q: Are there going to be quarterly meeting or CADCA conferences, or things like that that we should budget for?
A: Yes, please refer to Amendment #1.

Q: Do you have to have a minimum population in those age groups in order to qualify?
A: No

Q: I was surprised at the data on meth.
A: The first process was to study all the data. Then address the gaps in data. Some data gaps exist for meth. For tribes, state agencies only have data that's in the public domain and don't

have data for federal hospitals. If you do have other sources of data that we didn't have access to, bring those into your application. The expectation is that the Epi Workgroup will meet through out this process. Some sates have funding for just an Epi Workgroup.

Q: If our 501 c 3 status is applied for, and our documentation is supposed to come any time may we still apply?
A: You will need to include documentation verifying that you have received 501 c 3 status.

Q: What would determine that a Substance Abuse coalition is actually a Substance Abuse coalition?
A: Your mission and vision must be focused on the prevention and/or reduction of substance abuse and its impact on the community.

Q: If the non-profit was the impetus for the coalition…do we need to include a letter of support/memorandum of understanding?
A: You still need to include documentation from the coalition that it designates your agency as the fiscal agent.

Q: What if there are organizations in the coalition that are not non-profit?
A: That's okay, we actually want business involvement, however the applicant must be one of the eligible applicants listed in the RFGA.

Q: Is Phase II the same amount of money each year?
A: The same amount of money is available, but you have to submit a budget for what you're going to have to do.

Q: Are the meth coalitions listed somewhere?
A: The list is on the Governor's website.

Q: What kind of people will be reviewing the grants? What will be the makeup of the review panel?
A: We haven't selected them yet. Part of the reason is that we want to be able to include community members, and we wanted to see who applies. The reviews will represent a broad spectrum of the state and will be experienced in writing and reviewing grant applications.

Q: Regarding restrictions on lobbying, if you are trying to influence policies, can a salaried person on this project work on that kind of work? Or must that person <u>not</u> work on policy change?
A: A coalition member could do lobbying, but your paid coalition director or other staff funded through this grant cannot due to federal restrictions of lobbying activities.

Q: On page 33, the part about ownership… coalitions might want to market things, sell things that they have created through the grant. Can these things be sold for profit, in order to provide funds for the coalition?

A: As the creator of a potential product you would hold ownership, however you are not allowed to sell products developed with state or federal funds for profit while receiving funds. You may sell these products after the project period has ended.

Q: Should we follow the order of the checklist?
A: No, you don’t have to.

Q: Can we get a copy of the Strategic Plan?
A: You can request copies of the State Strategic Plan, however since this applications does not require you to complete a plan it in fact specifies that you should not, referring to the state plan is not appropriate at this point.

Q: Our coalition has the school district as their fiscal agent – is that okay? We’ve got a Drug Free Communities grant.
A: Yes, we encourage Drug Free Communities and other similar coalitions to apply for this funding.

Q: Our coalition has more than one 501 c 3 and more than one grant. Can the applicant for this be a different applicant than the one that got a previous Governor’s office grant?
A: Yes.

Q: If our coalition is part of the Meth Task Force, would that be okay? We’re thinking of making it a subcommittee.
A: Yes, we encourage you to build upon existing collaborative efforts.

Q: We’re already sort of in Phase I. our alliance has already done some needs assessment. But in Phase II I’m going to need more money.
A: If you don’t use your entire budget in Phase I you will be allowed to carry it over into Phase II.

Q: If you are implementing Phase II renewals anywhere from 6 to 11 months after Phase I, how will you know how much you can award each one?
A: We have anticipated that.

Q: Can we budget for more than we need in Phase I so we can carry it over into Phase II because we will need more for implementation than planning?
A: Don’t underestimate Phase I. CSAP, and now the Governor’s Office is expecting a comprehensive needs assessment, capacity development, and planning. If you have done some needs assessment work before that will be very helpful. But SPF SIG is different – it’s new for all of us. This will probably be a more comprehensive and challenging needs assessment than you have done before. So, the answer is to budget for what you think you will need in Phase I.

Q: How will we know how to budget for it if it’s new?
A: Look at the Epi Profile and see what was done there, and also refer to the expectations described in the RFGA.

Q: In terms of the needs assessment, what if we have data, but none where we can compare ourselves to the rest of the state? How would you evaluate our data and our grant?
A: Make a case for the problem and need in your area, just as you would do in any grant.

Q: Communities are going to want to see how the Epi Profile got the data.
A: The Epi Profile explains where the data came from. Most of it is data that is readily available from public sources that you could get yourself.

Q: The tribe I represent falls across three counties – so which one should we go by? All three counties show up as hot spots.
A: You could choose to apply in any one of the counties, all the counties or for your tribe.

Q: If I'm the signer and I'm gone the last week before this is due, and I have already signed our application and amendments, what if there are some late amendments?
A: In the event that you are susceptible to award, we will ask for that documentation through the clarification process.

Q: On the org chart, should we describe our organization for just Phase I or for the whole 5 years?
A: Just Phase I since we anticipate that both your organization and coalition will evolve.

Q: Do page limits include Exhibits?
A: No. Exhibits are excluded from all page limitations. You will find maximum page limits for each section on pp. 17-20.

Q: The strategic process that we have to describe, we don't have to discuss these now?
A: We don't want any strategies in this grant, however you can discuss existing strategies and infrastructure that you would potentially change.

Q: Do you accept federally approved indirect cost rates?
A: Yes, but… You need to provide documentation for your federally approved rate but no more than 10% indirect cost is allowable on this particular grant.

Q: What rate should we use for mileage -- what is the state travel rate for mileage?
A: The state rate is 40.5 cents but if you have your own documented and approved organization rate, you may use that.

Q: If we don't have a federal indirect rate, can we build in personnel and financial management?
A: Yes. But follow the directions in the RFGA, Exhibit C, and go by either option A or B.

Q: If I have a state-approved indirect rate for another grant (Dept of Housing), can I use that?
A: Generally no, it would depend on the underlying documentation you submitted to them.

If you're looking for a fiscal agent, and if you find an agent with a federally approved indirect rate, then you know they have the documentation already.

Q: If you apply for $50,000 for Phase I you can still apply for more later in your plan for Phase II?
A: Yes. We know Phase II will cost more.

Q: For exhibit D, do we just put the funds that are known at the time of the application?
A: Yes.

Q: Exhibit F – you said to list all the coalition partners. In this case does this apply to the applicant (fiscal agent) or the coalition?
A: It would be coalition members or collaborators.